

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

BUL-5895.1
February 10, 2016

ATTACHMENT D

REQUEST FOR LICENSING INFORMATION FOR DONATIONS OF COMPUTERS
AND/OR COMPUTER SOFTWARE

School/Office: _____

Cost Center _____

Contact Person _____

Telephone _____

DONOR INFORMATION

Name of Individual/Group/Company _____ Telephone _____

Address _____

COMPUTER: Description _____
Make/Model _____
Serial # _____

OPERATING SYSTEM SOFTWARE Title of Software _____
Software Company _____
Serial/License # _____

SOFTWARE Description _____
Title of Software _____
Software Company _____
Serial/License # _____

Additional sheets may be attached if more space is needed to detail software information.

In order to avoid potential copyright infringement lawsuits against the District, it is mandatory that administrators secure from the donor, documentation on PROOF OF PURCHASE for all software donations. Examples of documentation are:

- 1.) Software License Number
- 2.) Software Agreement Statement
- 3.) Original Installation Diskettes/CD-ROM

I declare that no additional copies of the donated software exist on any other computers.

Donor Name _____ Donor Signature _____ Date _____

Any District staff member who donates software to be used on LAUSD computers must also complete this form.